

Regional Compliance Officer, HFC

6SH10

OPEN

Final File Date: June 22, 2006

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY	<p>This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.</p> <p>NOTE: All applications must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form Std 678.</p> <p>NOTE: Office of Statewide Health Planning and Development and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.</p>
HOW TO APPLY	<p>Please submit an application (STD 678) to the address indicated below. DO NOT SUBMIT APPLICATION TO THE STATE PERSONNEL BOARD.</p>
WHERE TO APPLY	<p>MAIL TO: or FILE IN PERSON:</p> <p>Office of Statewide Health Planning and Development Personnel Office – ATTN: Ed Springer 1600 9th Street, Room 350 Sacramento, CA 95814-6476</p>
FINAL FILING DATE	<p>June 22, 2006. Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application (STD 678). The Examination Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is 1 800 735-2922.</p>
SALARY RANGE	<p>\$6,313 - \$7674</p>
ELIGIBLE LIST INFORMATION	<p>The departmental open list will be established for the Office of Statewide Health Planning and Development. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p> <p>NOTE: Accepted applicants are required to bring a photo identification card to each phase of the examination.</p>
MINIMUM REQUIREMENTS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.)</p> <p><u>Either I</u></p> <p>Two years of experience in California State service performing the duties of a Compliance Officer, Health Facilities Construction, or Fire and Life Safety Officer II (Health Facilities Construction).</p> <p><u>Or II</u></p> <p>Broad and extensive (more than five years) of responsible experience in the supervision of construction inspectors, fire and life safety inspectors, plan reviewers, and/or contractors on major construction projects. Two years of which shall have been on Health Facilities or projects.</p> <p>and</p> <p>The equivalence of graduation from college with major work in engineering, architecture, fire service administration, fire protection administration and technology, chemistry, or physics. (Additional qualifying experience may be substitute for education on a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Willingness to travel and work throughout the State; reliability; tact; and keenness of observation; good memory for details; physical stamina necessary to perform the duties of the position.</p>
POSITION(S) EXIST	<p>Position(s) exist in Sacramento and Los Angeles with the Office of Statewide Health Planning and Development.</p>
POSITION STATEMENT	<p>Under general direction, incumbents are responsible for supervising the work of Compliance Officers, Health Facilities Construction, and Fire and Life Safety Officers, Health Facilities Construction, in an assigned geographical region in the development of building standards and policies related to enforcement.</p>

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. It is anticipated that interviews will be held during the months of July/August 2006. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE ELIMINATED**

QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100%

Scope

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Building construction practice, scheduling, and record keeping with special emphasis on health facility projects.
 - 2. Materials and construction methods.
 - 3. Familiarity with Title 24 Building Codes and Regulations.
 - 4. Requirements for health facilities.
 - 5. Principles and methods of estimating construction costs, including costs of labor, material, and overhead.
 - 6. Familiarity with fire protection equipment and systems.
 - 7. Exiting systems.
 - 8. Title 19, California Code of Regulations.
 - 9. Fire Protection and Prevention standards.
 - 10. Principles of effective supervision.
 - 11. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free from discrimination and harassment.
- B. Ability to:
 - 1. Analyze situations accurately and take effective action.
 - 2. Establish and maintain effective cooperative relationships with those contacted in the course of the work.
 - 3. Write clear and comprehensive status reports and correspondence.
 - 4. Give interpretation, clarification and guidance regarding codes, regulations, laws, industry practice.
 - 5. Make determinations on all inspection and test reports.
 - 6. Supervise the work of a group of Compliance Officers, Health Facilities Construction and Fire and Life Safety Officers (Health Facilities Construction).
 - 7. Make decisions to issue stop work orders.
 - 8. Provide training and orientation to Compliance Officers.
 - 9. Apply the principles of leadership relating to managing the human factor, communicating, motivating, leading.
 - 10. Control the construction process to achieve the planned result.
 - 11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS PREFERENCE

Veteran's preference will not be granted in this examination, since it does not qualify as an entrance examination under the law.

QUESTIONS?

If you have any questions concerning this examination, please contact the Examination Services Unit at (916) 654-2097.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Personnel Office (916) 654-2097 or (916) 654-2752, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local office of the Employment Development Department and the Office of Statewide Health Planning and Development or State Personnel Board website www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the other candidates, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all components will be notified.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recent of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development

Office of Statewide Health Planning and Development
Personnel Office, 1600 9th Street, Room 350, Sacramento, California 95814, (916) 654-2097 or (916) 654-2752
California Relay Telephone Service for the deaf or hearing impaired:
TDD Voice 1-800-735-2922 Refer to (916) 654-2097

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Schem Code: IS52 **Final Filing Date: June 22, 2006**
CLASS CODE 4016